

THE TOWN OF FOREST HEIGHTS
RESOLUTION 33-21

**A RESOLUTION ESTABLISHING AN ALTERNATE SYSTEM WHEREBY
ELECTRONIC PAYMENTS OF AUTHORIZED PURCHASES MAY BE
ACCOMPLISHED THROUGH BILL.COM, PROVIDED DOCUMENTATION SHALL
BE MAINTAINED FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE
ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-50 (Checks) of the Charter of the Town of Forest Heights requires that all checks issued in payment of Town obligations shall be signed by two persons who shall be designated from time to time by resolution of the Council, provided that if they shall fail to designate such persons, all checks shall be signed by the Mayor and counter-signed by the Town Administrator or Town Clerk, and in either person's absence or incapacity, the President of the Council, or in his absence, a Council member with the approval of a majority of Council members, may sign or counter-sign a check and the Council by resolution may establish an alternate system whereby electronic payments of authorized purchases may be accomplished through banking institutions, provided documentation shall be maintained; and

WHEREAS, on June 16, 2021, the Mayor and Council approved Resolution 28-21 approving a Purchase and Service Agreement with Bill.Com regarding electronic bill payments for a Finance Automation Pilot Program to be administered by the Forest Heights Police Department; and

WHEREAS, paying invoices and bills with Bill.com can be scheduled to be paid with a single click and the accounts payable product simplifies the complicated and time-consuming bill approval process by automatically routing bills to approvers, and Town officials can approve invoices to be paid remotely, whereby electronic payments made through Bill.com are designed for security since data in transit is encrypted with Transport Layer Security (TLS); and

WHEREAS, the Mayor and Council finds that engaging the services of Bill.com will be an efficient and cost effective way to pay a portion of the Town's bills in a manner that is consistent with the Town Charter and in accordance with an alternate system in making electronic payments as authorized by this Resolution.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forest Heights, that Police Chief Rease or his designee and Town Administrator Linwood Robinson, Jr. or his designee are hereby authorized to serve as agents of the Town to be designated within Bill.com's Bill Payment Service, according to the terms and conditions of the existing contract to serve as dual internal control signatories for said alternative system whereby electronic payments of authorized purchases may be accomplished through Bill.com provided proper documentation is maintained.

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AND BE IT FUTHER RESOLVED, that the Mayor, the Town Administrator, Treasurer and employees named above shall take reasonable precautions to ensure account security, documentation and the mitigation of possible theft, embezzlement, loss, compromise or unauthorized use, and further restrict, dedicate and regulate the amount of funds available to the account(s) designated for bill paying through Bill.com.

AND BE IT FUTHER RESOLVED, that the mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this 21 day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

ABSENT

BROWNSON

NAY

NOBLE

Yea

BARNES

Yea

HINES

Yea

WASHINGTON

Yea

ATKINSON

Yea

Yea

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habceeb-Ullah Muhammad, Mayor

SIGNATURE ON FILE

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 21 day of July 2021 with 5 Aye votes and 1 Nay votes the aforesaid Resolution 33-21 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

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